

# VOLUNTEERING WITH CISV TORONTO 2020



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# VOLUNTEERING WITH CISV TORONTO 2020

## INTRODUCTION

Every year, our dedicated and passionate volunteers of all ages give their expertise, skills, life experience, energy, and time to run our Chapter, programmes, and Junior Branch. Whether you're 16 or 60, you can offer an hour or two every month or give a more regular or annual commitment. There are many exciting and flexible ways for you to get involved with CISV.

Our activities and programmes simply could not happen without our committed volunteers, and CISV Toronto is sincerely grateful. But we are always looking for new talent, ideas and help, **so come and join us!**

CISV Volunteer Roles are organized into three types:

- **Board of Directors Positions** - for the truly dedicated and passionate CISVrs
- **Annual Programmes and Committees** - for those able to commit to making an impact by taking on a role with requirements throughout a year
- **Short Term Roles** - for those interested in helping but require more flexibility around dates

## CISV TORONTO BOARD OF DIRECTORS

Annually we add new expertise and skills to the Board by recruiting individuals who share the CISV passion. Joining the Board provides an opportunity to strengthen your leadership and governance skills, expand your social and professional networks and support and strengthen our CISV community.

## CISV TORONTO ANNUAL ROLES - COMMITTEES

We are always pleased to welcome new volunteers to help with our ongoing, regular work - operating programs, creating Peace events, fundraising, marketing, training, and recruitment. Standing Committees are the heart of our Chapter and where the progress, work and fun really happens. Standing Committees that report to the Board include: Programs, Communications, Social & Events. The following are ongoing roles that are currently vacant

## CISV TORONTO SHORT TERM VOLUNTEER ROLES

Throughout the year we require volunteers to supervise and help run CISV events and programmes. These short-term volunteer positions are an easy way to make a valued contribution and fulfill your obligation to volunteering with CISV. Prior to the date of each activity, Volunteer Sign Ups for specific roles will be forwarded through our weekly e-newsletter.

## VOLUNTEERING WITH CISV TORONTO 2020

### We Can't Do It Without You - Family Participation 2020

The CISV Toronto is a member-run, not-for-profit organization that relies on the participation of the membership to run the Chapter's local and international activities. We have no employees and our activities and programmes simply could not happen without our committed volunteers.

To help create more opportunities to engage in Peace activities both at home and abroad, the Board of Directors has created a family points policy. CISV Toronto's Family Participation Policy is designed to outline clear and fair participation requirements for all members. This new approach to organized volunteerism will allow us to make progress against our objectives. The first is to build operational excellence into all of our activities through greater involvement. The second is to provide more pathways and advance notice for members to make it easier to get involved and contribute. The third is to provide awareness, coverage and transition planning for certain roles. We recognize the importance of fundamental roles to the Chapter's growth and future success.

### The Family Participation Policy:

- CISV Toronto will use a point system to track family participation activities.
- **Each travelling family must accumulate 4 points by accepting a role and / or by participating in Chapter activities.** For families with more than one child travelling in the same year, the expectation is the family will accumulate an additional 2 points for each extra child participating in a program.
- All non-travelling families are welcome to participate and earn points.
- Roles and activities are assigned different point values based on several factors including time and effort required, skill level, and CISV knowledge.
- Please refer to **CISV Volunteer Roles & Job Descriptions in this document** for number of points awarded per role or activity.
- Roles are organized into three types:
  - **Board of Directors Positions** - for the truly dedicated and passionate CISVrs
  - **Annual Programmes and Committees** - for those able to commit to making an impact by taking on a role with requirements throughout a year
  - **Short Term Roles** - for those interested in helping but require more flexibility around dates
- Members may collect points during the calendar year beginning January 1st
- Any adult may volunteer on behalf of a family. This can include older siblings, grandparent, friends or another Chapter member. At each designated activity sign-up the family name for which the points are to be awarded must be specified.
- Families are not permitted to carry over points from one year to another. However, family participation in a year will be a criteria included in the annual Selections process for the following year.
- Points cannot be transferred from one family to another.
- Board Member roles are filled by election at the AGM. Available Board positions are indicated in the Appendix.
- Prior to the date of each activity, Volunteer Sign Ups for Short Term roles will be forwarded through our weekly e-newsletter. Volunteers will be accepted on a first come first served basis.

We are always on the look out for CISVrs who want to bring new, innovative ideas to the table that advance our mission. Whatever skills and interest you have and however much time you are able to offer, we are interested in working with you. If you have any questions about the Family Participation Policy or a specific role, have a great new idea or would like to commit to a vacant role please contact Joanne at [volunteers@cisvtoronto.org](mailto:volunteers@cisvtoronto.org)

## VOLUNTEERING WITH CISV TORONTO 2020

### CISV TORONTO BOARD OF DIRECTORS

The CISV Toronto board organizes and runs our local and international programmes, organizes local activities, and recruits new members. Annually we add new expertise and skills to the Board, by recruiting individuals who share the CISV passion. Joining the Board provides an opportunity to strengthen your leadership and governance skills, expand your social and professional networks and support and strengthen our CISV community. General responsibilities that are common to all positions include:

- i. Attend all board meetings and report on your responsibilities. If you are unable to attend, tell the Secretary prior to the meeting, arrange and to be represented by a member of your sub-committee if you chair one, or have the secretary report on your behalf.
- ii. Review minutes from all board meetings in order to be aware of the chapter's current activities and needs.
- iii. Maintain a file or files to record the way you undertake your responsibilities and to hand over these file(s) to your successor
- iv. Contribute towards the Annual Report of the Chapter and the preparation of the Chapter's budget for the following year.
- v. Account for revenues and expenses of activities for which you have had responsibility to the Treasurer of the Chapter.
- vi. Solicit assistance from the Executive Committee members, especially the Chairperson.
- vii. All board members are expected to stay in the role for at least two years.

The following job descriptions outline the status, knowledge requirements, and primary responsibilities of each board position.

Board Chairs	
Status (6 pts)	Katrien Mooney, Rick Uy - Co Chairs
CISV knowledge	2+ years
Workload	Heavy (year round)
Job description	<ul style="list-style-type: none"><li>■ Official representative of the chapter</li><li>■ Presides over all chapter meetings, accountable as voting board member.</li><li>■ Calls Board meetings. Sets agenda. Chairs meeting and solicits motions.</li><li>■ General supervision of the work of the chapter and other board members</li><li>■ Maintain regular correspondence between other Canadian chapters, national executive, and International office; attend national meetings and and put forth Chapter vote in decision situations.</li><li>■ Ensure that Board members and other people with organizational responsibility are recruited and trained as needed</li><li>■ Review, develop and propose long-term strategic and operational plans for the consideration of the Board</li><li>■ Oversee financial policy and performance, including approval of budget and annual accounts. Monitor budget</li><li>■ Manage crises and other emergencies arising from and/or affecting the programmes and operations</li><li>■ Represent the organization as needed with other organizations and media and serve as ambassadors of the organization.</li><li>■ Coach Vice Chairperson</li></ul>

## VOLUNTEERING WITH CISV TORONTO 2020

Vice Chair	
Status (4 pts)	Not required
CISV knowledge	1 + years
Workload	Moderate - heavy
Job description	<ul style="list-style-type: none"> <li>Assist the Chairperson in their responsibilities</li> <li>Assume responsibilities of the Chairperson should the position fall vacant during the year</li> <li>Assume responsibility for new Board Member training</li> <li>Assume the position of the Chairperson the following cycle (2 year cycles)</li> <li>Accountable as voting board member, must attend all chapter meetings</li> </ul>

Past Chair	
Status (4 pts)	Rizwan Kassam
CISV knowledge	2+ years
Workload	Moderate
Job description	<ul style="list-style-type: none"> <li>Assist the current Chairperson in their responsibilities as needed</li> <li>Advise the current Chairperson on procedures, timelines, and priorities as necessary</li> <li>Attend all chapter meetings</li> </ul>

Program Co-Chairs	
Status (6 pts)	Elena Nicholson & Jamie VanWiechen
CISV knowledge	2+ years
Workload	Heavy
Job description	<ul style="list-style-type: none"> <li>Maintain responsibility and oversight of the work of program committee and program coordinators (village, interchange, summer camp, JC)</li> <li>Receive correspondence from national and international committee chairs.</li> <li>Maintain contact with National Program co-ordinators &amp; advise chapter chair on program planning</li> <li>Act as advisor to program committee and coordinators</li> <li>Oversee Selection and Recruitment</li> <li>Help co-ordinate &amp; participate in selections</li> <li>Track &amp; respond to inquiries &amp; applicants in consultation with selections</li> <li>Distribute, collect &amp; forward applications which are submitted directly to National coordinators (Seminar Camp, Peace Bus, IPP).</li> <li>Collaborate with JB on National Camp selections process.</li> <li>Be responsible for collection of program/delegate fees</li> <li>Coordinate with leadership, parents &amp; board buddies to organize first delegation meetings. Ensure travel &amp; legal forms are prepared &amp; delivered on time.</li> <li>Field emergency calls during program</li> <li>Get feedback from families post travel</li> </ul>



## VOLUNTEERING WITH CISV TORONTO 2020

<b>Treasurer</b>	
<b>Status (6 pts)</b>	Vacant - Catherine Jarmain - Interim as of Sep 2019
<b>CISV knowledge</b>	1+ years
<b>Workload</b>	Heavy
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Work with Board to develop annual and long-term budgets.</li> <li>▪ The Treasurer must be involved in all major financial decision-making</li> <li>▪ Maintain accurate Operational accounts, complete set of records that are balanced to the bank statement each month</li> <li>▪ Prepare financial statements and Treasurer's reports for monthly / quarterly board meetings</li> <li>▪ Receive and pay invoices and expenses</li> <li>▪ Deposit fees and fundraising cheques to bank</li> <li>▪ Be familiar with CISV International membership and programme fees and penalty fees. Issue invoices for participation in all international programmes (and national activities where fees apply) and keep track of payments.</li> <li>▪ Obtain annual independent audit of financial statements</li> <li>▪ Be responsible for preparation of year-end statements for annual general meeting,</li> <li>▪ Be responsible for HST filings and annual submissions to Canada Revenue Agency</li> <li>▪ Complete financial reporting docs required by CISV National International</li> <li>▪ Accountable as voting board member, must attend all chapter meetings</li> </ul>

<b>Risk Managers</b>	
<b>Status (4 pts)</b>	Britt Oldenburg, Lorraine Spekkens
<b>CISV knowledge</b>	2+ years
<b>Workload</b>	Moderate



## VOLUNTEERING WITH CISV TORONTO 2020

<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Be aware of relevant laws and rules relating to CISV (hosting or sending abroad), especially: Laws relating to personnel management matters; Health, Safety &amp; Security; Organizational risks (tax liability, legal registration, etc.); Travel Regulations &amp; Transportation matters (in / out-for own &amp; visiting participants); Insurance; Age restrictions (Driving, drinking intoxicating liquor).</li> <li>▪ Maintain communication and works with CISV National about changes to risk management policies, member safety, participation and insurance</li> <li>▪ Evaluate risks and recommend updates or revisions to policies and procedures where appropriate</li> <li>▪ Ensures that all governance is being followed at Chapter level</li> <li>▪ Work with Programme Coordinators to plan programmes, evaluate sites and activities to make sure that CISV International rules are followed (including health and legal forms) and help deal with any accidents /incidents)</li> <li>▪ Make sure that any incidents or accidents requiring reports are reported to the NA/Chapter and CISV International in the prescribed manner</li> <li>▪ Work with the persons responsible for selecting people with programme responsibility to make sure that CISV International rules on selection are followed</li> <li>▪ Ensure chapter has adequate criminal record checks on file for all adult supervisors</li> <li>▪ Make sure that private data (e.g. personal references, police checks, event reports) is stored carefully and confidentially and destroyed as required by law</li> <li>▪ Accountable as voting board member, must attend all chapter meetings</li> </ul>
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<b>Secretary</b>	
<b>Status (4 pts)</b>	Catherine Jarmain
<b>CISV knowledge</b>	None required
<b>Workload</b>	Moderate
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Maintain an accurate record of the proceedings of all chapter meetings</li> <li>▪ Send minutes to all Board members for their perusal and correct as necessary.</li> <li>▪ Distribute electronic copies of the meeting minutes to all executive and committee members</li> <li>▪ Email a copy to the designated person at the National CISV office.</li> <li>▪ Keep Board and Standing Committees contact list updated</li> <li>▪ Be familiar with the Resources website, relevant Info files, National and International, administrative deadlines</li> <li>▪ Manage and regularly update NA Directory on Friends website. Act as default NA contact person for areas in which no specific national contact person has been identified in NA Directory on Friends.</li> <li>▪ Accountable as voting board member, must attend all chapter meetings</li> </ul>

<b>Leadership Chair</b>	
<b>Status (4 pts)</b>	Alessandra Sanchez
<b>CISV knowledge</b>	2+ years

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Workload</b>	Moderate - Heavy
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Coordinate advertising of all leader and JC positions</li> <li>▪ Accept and review all leadership and JC applications</li> <li>▪ Establish selection committee and hold interviews</li> <li>▪ Follow-up with leaders and JCs to confirm their application status after the selection process</li> <li>▪ Participate in National Leadership training program (Train the Trainer workshop)</li> <li>▪ Ensure national requirements are met for training leaders and JCs</li> <li>▪ Coordinate and conduct local training session for leaders and JCs both before and after the National Training Workshop according to the National Training Handbook</li> <li>▪ Provide support for leaders as they prepare for their programs</li> <li>▪ Send monthly report to Program Coordinator</li> <li>▪ Accountable as voting board member, must attend all chapter meetings</li> </ul>

### Communications Chair

<b>Status (4 pts)</b>	Vacant - Aileen MacDonald - Interim as of Aug 2019
<b>CISV knowledge</b>	1+ years
<b>Workload</b>	Moderate (year round)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Develop and lead implementation of a communications strategy</li> <li>▪ Prepare and distribute communications and publicity material (chapter activities and programs) including emails, and weekly newsletter</li> <li>▪ Maintains membership and contacts database, manages online registration</li> <li>▪ Updates website with upcoming events, travel locations and latest documents,</li> <li>▪ Responds to general queries via website</li> <li>▪ Helps to create a positive public image that will encourage membership development and assist with fundraising</li> <li>▪ Facilitate media representation and coverage of chapter activities</li> <li>▪ Act as a bridge between the chapter and the local media</li> <li>▪ Accountable as voting board member, must attend all chapter meetings</li> </ul>

### Events Chair

<b>Status (4 pts)</b>	Aileen MacDonald
<b>CISV knowledge</b>	None required
<b>Workload</b>	Moderate

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Create ways to bring the Chapter families together to promote getting to know each other, having fun and the overall goals of the Chapter.</li> <li>▪ Creates and maintains annual events calendar identifying who is responsible for which event and the dates &amp; locations etc.</li> <li>▪ Forms a committee. Take ownership of developing the committee and finding volunteers to fill all Event Coordinator roles</li> <li>▪ Creates and maintains event descriptions -- documents which will assist each person in carrying out their responsibilities for organizing &amp; overseeing successful implementation of their event. Work to ensure that all co-ordinators are on top of their events</li> <li>▪ Organize fall “welcome back” party, social event for new families, annual general meeting, and spring “farewell” party</li> <li>▪ Support members in the development of new social events for the chapter</li> <li>▪ Assist the JB with their planned social events and activities</li> </ul>
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<b>Volunteer Chair</b>	
<b>Status (4 pts)</b>	Joanne Jacyk
<b>CISV knowledge</b>	None required
<b>Workload</b>	Moderate
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Solicits volunteer needs for the year from Board and program coordinators and prepares calendar year volunteer portfolio spreadsheet.</li> <li>▪ Recruit parent volunteers for chapter events and fundraising activities using Sign Up app.</li> <li>▪ Help recruit volunteers for programs hosted by the chapter (Village, SC, etc.)</li> <li>▪ Provides volunteer names and contact information to event coordinators for their planning &amp; communication purposes</li> <li>▪ Selections Event - prepares interview forms, organizes interviewers and chairs discussion at end of Selections Day to begin the process of identifying potential volunteers for needed roles. Fills in spreadsheet using information from Selections Day interviews and communicates portfolios to parents</li> <li>▪ Ensure parents of travelling delegates have completed their minimum volunteer requirements</li> <li>▪</li> </ul>

<b>Junior Branch Adult-JB Liaison</b>	
<b>Status (4 pts)</b>	Adam Kassam
<b>CISV knowledge</b>	2+ years with past Leadership / Staffing experience preferred
<b>Workload</b>	Moderate - heavy

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Be aware of the resources and support that CISV and the International Junior Branch have to offer</li> <li>▪ Work with the JB group and consult the board to develop a working plan for the JB as part of the Chapter</li> <li>▪ Acts as an advisor and resource to the Junior Branch executive</li> <li>▪ Attend Junior Branch activities as advisor. Conducts activities with the JB to develop leadership skills and responsibility toward the community as part of CISV education principles</li> <li>▪ Facilitate communication between chapter board and JB executive and solicit required support from the Board.</li> <li>▪ Keep open communication line with the rest of the JB World including the International Junior Representatives (<a href="mailto:ijr@civ.org">ijr@civ.org</a>), the IJB Committee (<a href="mailto:ijbteam@ijb.civ.org">ijbteam@ijb.civ.org</a>) and other JB's around the world.</li> <li>▪ Attend both Junior and Adult Board meetings, accountable as voting board member of Adult Board</li> </ul>
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<b>Junior Branch Co-Chairs</b>	
<b>Status</b>	Elizabeth Knechtel, Estelle Scott
<b>CISV knowledge</b>	2+years
<b>Workload</b>	heavy
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Lead Junior Branch executive in the planning and execution of activities and mini camps that support CISV goals and objectives</li> <li>▪ Report on Junior Branch activities and coordinate dates with other CISV events</li> <li>▪ Keep members informed about upcoming events</li> <li>▪ Maintain accurate records of all JB revenue and expenses and communicate to Treasurer</li> <li>▪ These positions are determined by the Junior Branch independent of the Adult Board</li> </ul>

<b>Member at Large</b>	
<b>Status (2 pts)</b>	Charmaine Grenke
<b>CISV knowledge</b>	2+ years
<b>Workload</b>	light
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support and help out as necessity demands</li> <li>▪ Attends Board meetings, fill vacancies and take leadership of projects as required</li> </ul>

## VOLUNTEERING WITH CISV TORONTO 2020

### CISV TORONTO ANNUAL ROLES & COMMITTEES

We are always pleased to welcome new volunteers to help with our regular work - operating programs, creating Peace events, fundraising, marketing, training, and recruitment. Standing Committees are the heart of our Chapter and where the progress, work and fun really happens. Standing Committees that report to the Board include: Programs, Communications, Social & Events. The following are ongoing roles we recruit for annually.

#### Programs Committee

Village Coordinator	
Status (4 pts)	Charmaine Grenke
CISV knowledge	1 + years
Workload	Heavy - winter, light in fall and spring
Job description	<ul style="list-style-type: none"><li>▪ Support Program Manager</li><li>▪ Assist with recruiting</li><li>▪ Presentation at Information Nights</li><li>▪ Track &amp; respond to inquiries &amp; applicants in consultation with Program Manager.</li><li>▪ Participate in selection process.</li><li>▪ Coordinate with leadership, parents &amp; board buddies to organize first delegation meetings. Help prepare for the trip.</li><li>▪ Ensure travel &amp; legal forms are prepared &amp; delivered on time.</li><li>▪ Field emergency calls during program.</li><li>▪ Get feedback from families post travel.</li><li>▪ Send monthly report to Program Manager</li></ul>

Local Interchange Coordinator	
Status (4 pts)	(position suspended)
CISV knowledge	1 + years
Workload	Moderate - Heavy

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Program Manager</li> <li>▪ Attend Interchange Training and refresh it every 3 years</li> <li>▪ Assist with recruiting</li> <li>▪ Presentation at Information Nights</li> <li>▪ Advise Chapter chair on program planning for IO &amp; National matchbox</li> <li>▪ Maintain contact with national interchange co-ordinator</li> <li>▪ Maintain contact with the LIC of the chapter the Interchange is matched with</li> <li>▪ Negotiate the parameters of the Interchange (Dates, Number of Delegates, and Ages) with IO and the matched Chapter</li> <li>▪ Create &amp; finalize Friendly Intent Agreement with partner Interchange chapter abroad</li> <li>▪ Accept and review delegate applications</li> <li>▪ Participate in selection process (organized by Program Manager)</li> <li>▪ Co-ordinate Delegate Information Forms &amp; matching of delegate partners with chapters abroad</li> <li>▪ Conduct home interviews of all delegates and parents</li> <li>▪ Coordinate with leadership, parents &amp; board buddies to organize first delegation meeting, provide guidance on program parameters attend meetings &amp; provide support to leaders as needed</li> <li>▪ Attend all delegation meetings and facilitate parent meetings while the leader works/interacts with the delegates</li> <li>▪ Attend key delegation events during program (Welcome Party, Open House, and Goodbye party)</li> <li>▪ Complete the PDPEF within 2 weeks of completion of the host phase of the Interchange</li> <li>▪ Send monthly report to Program Manager</li> </ul>
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<b>Step Up Coordinator</b>	
<b>Status (2 pts)</b>	Tanya Grant
<b>CISV knowledge</b>	1+ years
<b>Workload</b>	Light (fall and winter)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Program Manager</li> <li>▪ Assist with recruiting</li> <li>▪ Presentation at Information Nights</li> <li>▪ Track &amp; respond to inquiries &amp; applicants in consultation with Program Manager.</li> <li>▪ Participate in selection process</li> <li>▪ Coordinate with leadership, parents &amp; board buddies to organize first delegation meeting. Help prepare for the trip</li> <li>▪ Ensure travel &amp; legal forms are prepared &amp; delivered on time.</li> <li>▪ Field emergency calls during program</li> <li>▪ Get feedback from families post travel</li> <li>▪ Send monthly report to Program Manager</li> </ul>

<b>Seminar &amp; IPP Camp Coordinator</b>	
<b>Status (2 pts)</b>	Vacant - Jamie VanWiechen - Interim
<b>CISV knowledge</b>	1+ years

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Workload</b>	light
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Program Manager</li> <li>▪ Assist with recruiting</li> <li>▪ Presentation at Information Nights</li> <li>▪ Track &amp; respond to inquiries &amp; applicants in consultation with Program Manager.</li> <li>▪ Participate in selection process.</li> <li>▪ Coordinate local training for delegates</li> <li>▪ Ensure travel &amp; legal forms are prepared &amp; delivered on time.</li> <li>▪ Field emergency calls during program.</li> <li>▪ Get feedback from families post travel.</li> <li>▪ Send monthly report to Program Manager</li> </ul>

<b>Youth Meeting (IYM) Coordinator</b>	
<b>Status (2 pts)</b>	Tanya Grant
<b>CISV knowledge</b>	1+ years
<b>Workload</b>	Light (winter)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Program Manager</li> <li>▪ Assist with recruiting</li> <li>▪ Presentation at Information Nights</li> <li>▪ Track &amp; respond to inquiries &amp; applicants in consultation with Program Manager.</li> <li>▪ Participate in selection process</li> <li>▪ Coordinate with leadership, parents &amp; board buddies to organize first delegation meeting. Help prepare for the trip</li> <li>▪ Ensure travel &amp; legal forms are prepared &amp; delivered on time.</li> <li>▪ Field emergency calls during program</li> <li>▪ Get feedback from families post travel</li> <li>▪ Send monthly report to Program Manager</li> </ul>

<b>Local Activity / Mosaic Coordinator</b>	
<b>Status (4 pts)</b>	Leslie Solomonian
<b>CISV knowledge</b>	1+ years
<b>Workload</b>	Self-determined
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Program Manager</li> <li>▪ Organize Peace Education activities, campaigns and events</li> <li>▪ Broaden CISV engagement beyond travelling delegates</li> <li>▪ Help the JB develop an activity to engage youth outside of the organization.</li> <li>▪ Identify like-minded organizations to build partnerships with and try to establish a connection and activity</li> <li>▪ Identify, research and implement required elements for a Mosaic project in this community</li> </ul>

## VOLUNTEERING WITH CISV TORONTO 2020

Host Program Director	
Status (4 pts)	Gill Uy - Step Up 2020
CISV knowledge	2+ years, experience with the program to be planned
Workload	Program dependent
Job description	<ul style="list-style-type: none"><li>▪ Program dependent</li><li>▪ Head up committee to organize location, staff hires and other key aspects of International Programs hosted by Toronto.</li></ul>



## VOLUNTEERING WITH CISV TORONTO 2020

### Communications Committee

<b>Database &amp; Membership Coordinator</b>	
<b>Status (4 pts)</b>	Charmaine Grenke - Interim working with Keaton Gairns
<b>CISV knowledge</b>	1-2 years
<b>Workload</b>	Moderate year round, heavy at start of year and during program selection (Sep & Jan)
<b>Job description</b>	<ul style="list-style-type: none"><li>▪ Assist Communications Manager</li><li>▪ Publish annual membership form</li><li>▪ Maintain database of members' family and contact information</li><li>▪ Work with Treasurer and Fundraising Coordinator to update payment status for each family</li><li>▪ Provide monthly reports on membership to board</li><li>▪ Maintain e-mail lists for active, JB, and board members (based on membership database)</li><li>▪ Check e-mail account daily and forward incoming messages to appropriate e-mail list or board member</li></ul>

<b>Social Media / Profile Coordinator</b>	
<b>Status (4 pts)</b>	Vacant
<b>CISV knowledge</b>	1-2 years
<b>Workload</b>	Light year round
<b>Job description</b>	<ul style="list-style-type: none"><li>▪ Assist Communications Manager</li><li>▪ Update social media channels with upcoming events, travel locations, and latest documents</li><li>▪ Help develop create content, stories to share - build awareness of events, activities, impacts and general updates</li><li>▪ Review social media best practices and CISV guidelines</li><li>▪ Promotes awareness of CISV in Toronto and surrounding area, while following CISV guidelines, through a variety of methods, such as: creating a media contact list, trying to engage media, provide them with information and track any contact and results; creating a presentation, a roster of speakers and a strategy for finding groups to speak to; creating display and hand-out materials and find opportunities to participate in camp fairs, community events, etc.</li><li>▪ Review social media best practices and CISV guidelines; providing input on improving our website; and working with the Steering Committee</li><li>▪ Support local JB activities that will help raise awareness</li><li>▪ Track and share progress with the National Profile-Raising Coordinator and co-ordinate efforts and share knowledge, experience and resources, when possible, with cohorts in other Canadian chapters</li></ul>

<b>Webmaster</b>	
<b>Status (2 pts)</b>	Kate McGowan

## VOLUNTEERING WITH CISV TORONTO 2020

<b>CISV knowledge</b>	1-2 years
<b>Workload</b>	Light year round
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Update website with upcoming events, travel locations, and latest documents</li> <li>▪ Requires some experience in website development (HTML)</li> </ul>

## Social & Events Committee

<b>Event Coordinator - JB New Year New Parent Social - January</b>	
<b>Status (2 pts)</b>	Aileen MacDonald
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - One Event only
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Social &amp; Events Manager</li> <li>▪ Lead and organize this fundraiser to introduce new families to the Chapter and provide an opportunity for existing families to get together</li> <li>▪ Work with Communications to market the activity and Volunteer to coordinate team or assistance for the event</li> <li>▪</li> </ul>

<b>Event Coordinator - JB Cookie-a-thon - January 31 - February 1</b>	
<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - One Event only
<b>Job description</b>	<ul style="list-style-type: none"> <li>i. Support Social &amp; Events Manager</li> <li>ii. Annual February Sleepover and cookie baking marathon presented by the JB</li> <li>iii. Help JB organize the event - activities, recipes, roles</li> <li>iv. Work with Communications to market the activity and Volunteer to coordinate team or assistance for the event</li> <li>v. Attend the event</li> </ul>

<b>Event Coordinator - CISV Toronto Movie Event - March tbd</b>	
<b>Status (2 pts)</b>	Aileen MacDonald
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - One Event only

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Social &amp; Events Manager</li> <li>▪ Lead and organize this fundraiser to introduce new families to the Chapter and provide an opportunity for existing families to get together</li> <li>▪ Work with Communications Manager to market the activity and Volunteer Manager to coordinate team or assistance for the event</li> </ul>
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<b>Event Coordinator - Coldest Night of The Year February 22</b>	
<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - One Event only
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Social &amp; Events Manager</li> <li>▪ Lead and organize this fundraiser to provide an opportunity for CISV families and friends to get together and support homeless youth</li> <li>▪ Work with Communications Manager to market the activity and Volunteer Manager to coordinate team or assistance for the event</li> </ul>

<b>Event Coordinator - Pub Night Event - May</b>	
<b>Status (2 pts)</b>	Micheline Vega
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - One Event only
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Support Social &amp; Events Manager</li> <li>▪ Lead and organize this fundraiser to provide an opportunity for CISV families and friends to get together and raise money to support the Chapter</li> <li>▪ Organize an auction - online or silent</li> <li>▪ Work with Communication Manager to market the activity and Volunteer Manager to coordinate team or assistance for the event</li> </ul>

<b>Event Coordinator - Spring Picnic - June 14 or 20, 2020 TBD</b>	
<b>Status (2 pts)</b>	Valerie Gow
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - One Event only
<b>Job description</b>	<p>vi. Support Social &amp; Events Manager</p> <ul style="list-style-type: none"> <li>▪ Lead and organize this annual summer get together and official send off for travellers</li> <li>▪ Work with Communication Manager to market the activity and Volunteer Manager to coordinate team or assistance for the event</li> </ul>

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Event Coordinator - Peace Day Sept / Returning Delegates BBQ</b>	
<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - One Event only
<b>Job description</b>	<p>vii. Support Social &amp; Events Manager</p> <ul style="list-style-type: none"> <li>▪ Lead and organize this annual summer get together and official send off for travellers</li> <li>▪ Work with Communication Manager to market the activity and Volunteer Manager to coordinate team or assistance for the event</li> </ul>

<b>Event Coordinator - Holiday Activity &amp; Social - Dec TBD</b>	
<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - One Event only
<b>Job description</b>	<p>viii. Support Social &amp; Events Manager</p> <ul style="list-style-type: none"> <li>▪ Lead and organize this annual summer get together and official send off for travellers</li> <li>▪ Work with Communication Manager to market the activity and Volunteer Manager to coordinate team or assistance for the event</li> </ul>

## VOLUNTEERING WITH CISV TORONTO 2020

### Toronto Step Up 2020 Hosting Committee


#### Toronto Step Up 2020 - Site Liaison

Status (2 pts)	
CISV knowledge	Programme knowledge an asset
Workload	Light - Moderate (year round) - must be available during the programme
Job description	<ul style="list-style-type: none"><li>▪ Serve as main point of contact with site for committee and staff</li><li>▪ Ensure CISV has access to the areas required for the specific programme</li><li>▪ Troubleshoot any problem areas with the site</li><li>▪</li></ul>

#### Toronto Step Up 2020 - Camp Shop

Status (2 pts)	
CISV knowledge	None required
Workload	Light (committee during year / needs to be in town during programme)
Job description	<ul style="list-style-type: none"><li>▪ working with staff, determine what is required for the camp shop</li><li>▪ purchase supplies for the shop and coordinate delivery to the site</li><li>▪ provide replenishments when needed</li><li>▪ provide costing of items and tracking sheet for staff</li><li>▪ arrange to get CISV merchandise from chapter to sell in camp shop (ensure that there is proper accounting for what is received)</li><li>▪ keep receipts for reimbursement</li></ul>

#### Toronto Step Up 2020 - Equipment and Supplies

Status (2 pts)	
CISV knowledge	none (although beneficial)

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Workload</b>	Light - Moderate (year round)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ coordinate with staff on what equipment and supplies are required</li> <li>▪ seek donations from chapter and other sources</li> <li>▪ ensure any borrowed items are returned</li> <li>▪ for whatever cannot be obtained by donation, ensure budget is available for purchase</li> </ul>

### Toronto Step Up 2020 - Treasurer

<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - Moderate (year round)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ create and manage budget for the programme</li> <li>▪ report to the chair a final budget to present to the chapter</li> <li>▪ ensure committee members are keeping receipts for reimbursement</li> <li>▪ work with the chapter treasurer to arrange payments are made in a timely fashion</li> </ul>

### Toronto Step Up 2020 - B.A.D. (Billeting, Arrivals, Departures) Coordinator

<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - Moderate (year round) - heavy during programme (dependant on programme)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ using delegate information forms for travel, arrange homestay families for homestay weekend(s) (Step Up = 1; Village = 2)</li> <li>▪ arrange volunteers to pick up leaders from airport and deliver to the site.</li> <li>▪ arrange volunteers for pick up of delegations at end of camp to deliver to airport</li> <li>▪ arrange any homestays that extend before or after the programme where possible. (NOTE: we are not required to provide homestays before or after the programme, however try to do so when possible).</li> <li>▪ NOTE: a bus may be hired to pick the majority of delegations up from the camp to deliver to the airport on the last day.</li> </ul>

### Toronto Step Up 2020 - Excursions / Transportation Coordinator

<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Workload</b>	Light - Moderate (year round)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Work with Hosting Director and to coordinate excursions (including shopping day) and community impact day (Step Up)</li> <li>▪ Co-ordinate busses for excursions</li> <li>▪ Co-ordinate bus for end of camp to airport</li> </ul>

<b>Toronto Step Up 2020 - Volunteer Coordinator</b>	
<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - Moderate (year round)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ work with host director to determine other volunteer requirements for the programme</li> <li>▪ other areas include: <ul style="list-style-type: none"> <li>▪ set up</li> <li>▪ clean up</li> <li>▪ chapter night</li> </ul> </li> </ul>

## Other Volunteer Opportunities for Step-Up 2020

NOTE: Many of these are TBC as we will not know until we get delegation information forms.

<b>Toronto Step Up 2020 - Homestay Family (approx 15-20 needed)* TBC</b>	
<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	7-9 August, 2020* (NOTE: may extend to Aug 6)
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ Host 2-4 delegates in your home</li> <li>▪ pick up delegates from the airport</li> <li>▪ deliver them to the site on August 9 at the designated time</li> </ul>

<b>Toronto Step Up 2020 - Leader Delivery to Camp (approx 5 needed) *TBC</b>	
<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	7 August, 2020
<b>Job description</b>	<ul style="list-style-type: none"> <li>▪ pick up leader(s) from the airport and deliver to the site at designated time on 7 August, 2020</li> </ul>

<b>Toronto Step Up 2020 - Set up Volunteers (10 needed)</b>	
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## VOLUNTEERING WITH CISV TORONTO 2020

Status (1 pts)	Vacant
CISV knowledge	None required
Workload	August 6
Job description	<ul style="list-style-type: none"> <li>assist in delivering equipment and supplies to the site</li> <li>assist in setting up the site for the arrival of delegates and leaders</li> </ul>

### Toronto Step Up 2020 - Take Down Volunteers (10 needed)

Status (1 pts)	Vacant
CISV knowledge	None required
Workload	29 August, 2020 (afternoon)
Job description	<ul style="list-style-type: none"> <li>assist in packing up the site and removing CISV equipment from the site</li> <li>ensure that site is left in good order</li> </ul>

### Toronto Step Up 2020 - Chapter Activity Night (TBC)

Status (1 pts)	Vacant
CISV knowledge	None required
Workload	TBC (evening)
Job description	<ul style="list-style-type: none"> <li>Assist in running activities for the evening so leaders are able to go out for leader's night out</li> </ul>

### Toronto Step Up 2020 - Lifeguard (1-2 needed)

Status (2 pts)	Vacant
CISV knowledge	None required / *must have valid certification
Workload	7-29 August, 2020 times TBC with staff
Job description	<ul style="list-style-type: none"> <li>lifeguard for camp on swim schedule to be determined with staff (likely 2 hours 1-2 times per week)</li> <li>can provide sign off for highschool volunteer hours if needed</li> </ul>

### Toronto Step Up 2020 - Mental Health Professional

Status (2 pts)	Vacant
CISV knowledge	None required / must have mental health certification
Workload	7-29 August, 2020



## **VOLUNTEERING WITH CISV TORONTO 2020**

<b>Job description</b>	<ul style="list-style-type: none"><li>▪ be an oncall resource for staff to call if they have questions regarding the mental health of a delegate/leader</li><li>▪ provide guidance on where to seek treatment if needed</li></ul>
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### **Toronto Step Up 2020 - Dental Health Professional**

<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required / must have dental health certification
<b>Workload</b>	7-29 August, 2020
<b>Job description</b>	<ul style="list-style-type: none"><li>▪ be an oncall resource for staff to call if they have questions regarding the dental health of a delegate/leader</li><li>▪ provide guidance on where to seek treatment if needed</li></ul>

### **Toronto Step Up 2020 - Medical Health Professional**

<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required / must have medical certification
<b>Workload</b>	7-29 August, 2020
<b>Job description</b>	<ul style="list-style-type: none"><li>▪ be an oncall resource for staff to call if they have questions regarding the health of a delegate/leader</li><li>▪ provide guidance on where to seek treatment if needed</li></ul>

## VOLUNTEERING WITH CISV TORONTO 2020

### ADDITIONAL ANNUAL CISV TORONTO VOLUNTEER ROLES

<b>Bookkeeper</b>	
<b>Status (4 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Moderate (year round)
<b>Job description</b>	<ul style="list-style-type: none"><li>▪ Support Chapter Treasurer</li><li>▪ Assist in managing the Chapters accounting and finance requirements.</li><li>▪ Record and reclassify entries in the accounting software</li><li>▪ Reconcile the account monthly</li><li>▪ Prepare monthly and year-end financial statements</li></ul>

<b>Accountant</b>	
<b>Status (2 pts)</b>	Vacant
<b>CISV knowledge</b>	None required
<b>Workload</b>	Light
<b>Job description</b>	<ul style="list-style-type: none"><li>▪ Prepare annual return for CRA</li><li>▪ Conduct independent review of financial statements</li></ul>

<b>Fundraising Coordinator</b>	
<b>Status (4 pts)</b>	Micheline Vega
<b>CISV knowledge</b>	1+ years
<b>Workload</b>	Light - moderate (year round)
<b>Job description</b>	<ul style="list-style-type: none"><li>▪ Familiarising themselves with CISV fundraising policies and procedures and resources</li><li>▪ Set goals with CISV Executive for annual fundraising targets. Ensuring the development of an annual fundraising plan and coordinating its implementation</li><li>▪ Forming a small fundraising committee</li><li>▪ Take ownership of developing the committee and finding volunteers to fill all Fundraising roles</li><li>▪ Facilitate the development of new fundraising initiatives</li><li>▪ Tracking, recording and reporting on fundraising activity</li><li>▪ Ensure that financial records are being kept for fundraising and communicated to the Treasurer</li></ul>

<b>Merchandise Coordinator</b>	
<b>Status (2 pts)</b>	Dale McDonnell

## VOLUNTEERING WITH CISV TORONTO 2020

<b>CISV knowledge</b>	None required
<b>Workload</b>	Light - Moderate (year round)
<b>Job description</b>	<ul style="list-style-type: none"> <li>■ Works with JB to determine merchandise items, designs and vendors.</li> <li>■ Gathers travelling family requirements for Merchandise.</li> <li>■ Places orders.</li> <li>■ Distributes merchandise to travelling families and collects appropriate funds.</li> <li>■ Transfers excess merchandise over to JB for general sale.</li> </ul>

## CISV TORONTO SHORT TERM VOLUNTEER ROLES

Throughout the year we require volunteers to supervise and help run CISV events and programmes. These short-term volunteer positions are an easy way to make a valued contribution and fulfill your obligation to volunteering with CISV. Prior to the date of each activity, Volunteer Sign Ups for specific roles will be forwarded through our weekly e-newsletter. *For Step Up 2020, please refer to that section.*

Role	Description	2020 Date
<b>New Year's Event</b> Status (1 pt)	Volunteers required for specific jobs - shopping, set up, clean-up.	January 11
<b>JB Cookie-a-thon</b> Status (2 pts)	Parent bakers and supervisors required for 8-hour overnight shifts - to assist with cookie baking, and problem solving)	Jan 31
<b>JB Cookie-a-thon</b> Status (1 pt)	Volunteers required for specific jobs - grocery shopping, set up, clean-up, cookie delivery	Jan 31
<b>Coldest Night of The Year</b> Status (1 pt)	Volunteers required for specific jobs - organizing, shopping, set up, clean-up.	Feb 22
<b>Movie Event</b> Status (1 pt)	Volunteers required for specific jobs - organizing, soliciting prizes, set up.	March TBD
<b>Mini Camp Parent Volunteers</b> Status (2 pts)	Attend one of two Chapter run mini camps. 12 hours - overnight and daytime Parents provide adult presence, emergency management, and assist the JB if required with the operations of the camp (registration, advice, ensuring bedtimes, problem solving).	Spring April 24-26  Fall 2020 tbd
<b>Pub Night Event</b> Status (1 pt)	Volunteers required for specific jobs - organizing, activity planning, sourcing, soliciting prizes for auction .	May 21 or 23

## VOLUNTEERING WITH CISV TORONTO 2020

<b>Spring Picnic</b> Status (1 pt)	Volunteers required for specific jobs - organizing, activity planning, sourcing.	June 14 or 20
<b>Hosting</b> Status (2 pts)	Families required to host CISV visitors and delegates	
<b>Step Up Camp 2020</b> Status (1 pt)	Volunteers required for specific jobs - airport pick-ups, hosting overnights, shopping, set up, clean-up	Aug 6 - 29
<b>Peace Day Sept / Returning Delegates BBQ</b>	Volunteers required for specific jobs - shopping, set up, clean-up.	sep
<b>Holiday Activity &amp; Social</b> Status (1 pt)	Volunteers required for specific jobs - shopping, set up, clean-up.	Dec TBD